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| Chapter 1 – About these guidelines |
| This chapter explains the purpose of these guidelines. |

# 1.1 Introduction

Welcome to the *Committees of management guidelines*.

The purpose of these guidelines is to assist committees of management of Crown land reserves in Victoria to fulfil their duties and responsibilities.

The guidelines are written by the Department of Environment, Land, Water and Planning (DELWP).

Please visit the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website at [www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committees) to check if you have the latest version. If you cannot access the internet, your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations) can assist.

# 1.2 About these guidelines

The guidelines are **useful for all committees of management** as follows:

## Local committees

The guidelines are particularly useful for Victoria’s over 1,000 **local** committees. These voluntary committees manage reserves of significance to local communities, such as a local community hall, recreation or bush reserve. Management of these reserves is usually fairly straightforward.

The [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website is also very useful for these committees.

## Major committees

The guidelines will also be useful for **major** committees. About 100 committees manage a reserve of regional or statewide significance. Management of these reserves is more complex and has a higher level of risk.

Major committees must comply with additional legal and administrative obligations. Additional guidance written for major DELWP agencies about, for example, model policies, is useful for these committees. This guidance is available from DELWP’s [On Board](http://www.delwp.vic.gov.au/onboard) website at [www.delwp.vic.gov.au/onboard](http://www.delwp.vic.gov.au/onboard).

## Coastal committees

Local or major committees that manage coastal reserves require specific information to complement these guidelines. This information is available from your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations) and from the [Marine and Coast](http://www.depi.vic.gov.au/forestry-and-land-use/coasts/coastal-committees-of-management) page on the DELWP website.

## Crown land caravan and camping parks

Similarly, committees that manage Crown land caravan and camping parks must meet specific requirements. Information is available from your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations) and from the [Crown land and caravan and camping parks](https://www.forestsandreserves.vic.gov.au/land-management/managing-crown-land/crown-land-caravan-and-camping-parks?_ga=2.114042818.434190768.1567995061-1097963702.1566783325) page on the DELWP website.

## Committees subject to other regulatory regimes

All committees are accountable under the *Crown Land (Reserves) Act 1978* for the management of their reserve. The guidelines provide useful information about these obligations. However, some committees are also subject to other regulatory regimes. These committees also need to be familiar with their duties under those laws.

Examples include:

### Incorporated associations

Approximately 140 incorporated associations manage Crown land reserves. This is different to being incorporated under the Crown Land (Reserves) Act.

Incorporated associations are subject to a regulatory regime administered by [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations) under the *Associations Incorporation Reform Act 2012.*

### Companies limited by guarantee

A small number of committees are companies limited by guarantee. These committees are subject to the *Corporations Act 2001* (Cth) and regulated by the Australian Securities and Investments Commission (ASIC). Specific guidance is available on the ASIC [website](https://www.asic.gov.au/). If clicking on the link does not work paste into your browser <https://www.asic.gov.au/>

### Local councils

Local councils appointed as committees are subject to a regulatory regime primarily governed by the *Local Government Act 1989*. For further information see the [Know your council](http://knowyourcouncil.vic.gov.au/guide-to-councils/how-councils-work/acts-and-regulations) website.

# 1.3 Using the guidelines

When using these guidelines, please remember that no guidelines can address every situation or issue your committee may need to manage. Guidance on specific issues is available from your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations).

# 1.4 Other key sources of guidance from DELWP

Other key sources of information provided by DELWP for committees include:

## Committees of management page on the DELWP website

The [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website is a one-stop shop for committees looking for information to assist them in their role. You can easily download these guidelines from that page. You can also easily find additional (companion) guidance produced by DELWP and other organisations to read or download. Examples include:

* fact sheets and guidance notes
* model policies and templates
* resources such as newsletters, insurance fact sheets and policy wording, and the *Committees of management categorisation framework*
* links to information on other pages on the DELWP website
* links to useful information on other websites.

## Landfolio self-serve kiosk

During 2020, DELWP is introducing Landfolio, an electronic self-serve information kiosk for committees. Using the kiosk, your committee will be able to access a range of information about the reserve and its management. It will also have the option to easily provide DELWP with information, such as annual returns, using the kiosk. See 6.2 ‘Landfolio self-serve kiosk’ for details about the kiosk.

## Local DELWP regional office

Your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations) can provide a range of advice and assistance to your committee.

# 1.5 Electronic copy

An electronic copy of this document is available from the DELWP website ([www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committees)).

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